



Minutes from October 26, 2023

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, October 26, 2023, at 5:03 p.m., in the Conference Room of the El Paso Central Appraisal District (EPCAD), 5801 Trowbridge Drive, El Paso, Texas, with the following quorum of five members present.

1. Joshua Acevedo
2. Tanny Berg
3. Sergio Coronado
4. Shane Haggerty
5. Eduardo Mena

Attorney Carmen Hegeman of Dunbar, Armendariz, Hegeman Law Firm, EPCAD's legal counsel, was in attendance for the entire meeting.

The first order of business was to recite the pledge of allegiance to the flag of the United States of America and the pledge of allegiance to the Texas state flag.

AGENDA ITEM 1 - PUBLIC COMMENT

Mr. David Stone, EPCAD Deputy Chief Appraiser, stated that no one had signed up to make public comment.

ACTION AGENDA ITEM 2 - APPROVAL AND SIGNING OF MINUTES FROM SEPTEMBER 21, 2023 MEETING

Mr. Mena made a motion to approve the September 21, 2023 Minutes as presented; Mr. Coronado seconded; the vote was called and passed.

ACTION AGENDA ITEM 3 - REVIEW AND APPROVAL OF FINANCIAL REPORTS FOR AUGUST 2023

Ms. Rosa Goldmann, EPCAD's Chief Financial Officer, presented the financial report for August 2023. EPCAD's financial reports contain the balance sheet; the report of revenues, expenditures, and changes in cash balance (in actual-to-budget); the investment report; and the notes to the financial report.

The following items were over budget:

- Printing line item by \$5,950.00 due to Appraisal Review Board (ARB) hearing procedure packets and employee business cards.
- Bonding/general insurance line item by \$71.00 due to a new notary.
- ARB line item by \$9,925.00 increase in protests / hearings.

- Taxpayer Liaison Officer expense by \$428.33 due to IAAO 2023 Conference.
- BOD Election Reserve line item by \$527,886.07 due to being encumbered by the board.

The following items are encumbered funds:

- Litigation Reserve balance is \$914,227.82.
- TCDRS Reserve balance is \$329,000.00.
- BOD Election Reserve balance is \$527,886.07.

Ms. Goldmann responded to questions from the board.

Mr. Mena moved to approve the financial reports for August 2023 as presented; Mr. Coronado seconded; the vote was called and passed.

Mr. Berg stated that the financials are approved subject to audit.

ACTION AGENDA ITEM 4 – DISCUSSION AND POSSIBLE ACTION REGARDING THE DECEMBER 2023 BOARD OF DIRECTORS’ MEETING

Mr. Berg informed the Board that, historically, the Board does not meet in December. EPCAD meets at least once each quarter, as required.

Mr. Stone requested to cancel the December 2023 Board of Directors’ meeting.

Mr. Coronado stated that board members can call a special meeting even if the meeting is cancelled.

Mr. Coronado made a motion to approve the cancellation of the December 2023 board meeting; Mr. Haggerty seconded; the vote was called and approved.

ACTION AGENDA ITEM 5 - DISCUSSION AND POSSIBLE ACTION REGARDING EPCAD’S PROPOSED 2024 HOLIDAY SCHEDULE

Mr. Stone informed the Board that the 2024 proposed holiday schedule has fifteen holidays. The 2023 approved holiday schedule contained fifteen holidays.

Mr. Coronado made a motion to approve the EPCAD 2024 holiday schedule; Mr. Haggerty seconded; the vote was called and approved.

AGENDA ITEM 6 - TAXPAYER LIAISON REPORT

Ms. Tracy Carter, EPCAD Taxpayer Liaison Officer, informed the Board:

- Out of the 34 total applications, received eleven (11) are current ARB members, two (2) are previous ARB members, and twenty-one (21) applicants are new. One applicant

applied for ARB chair, four applied for secretary/deputy secretary. Twenty ARB members need to be appointed.

- Attorney Roy Armstrong provided training to the ARB members on the procedures for the Motion to Correct hearings.
- ARB members were in session October 16 - 19, 2023, to hear Motion to Correct hearings.
- ARB members and ARB officers will be appointed in November 2023.

With nothing further to report, this concluded Ms. Carter's report.

AGENDA ITEM 7 - CHIEF APPRAISER REPORT

Mr. David Stone, EPCAD Deputy Chief Appraiser, stated that:

- Since August 2023, EPCAD has hosted in-house courses for staff and welcomed staff from regional appraisal districts and local taxing entities.
- On October 10, 2023, EPCAD held a in-house development training. There were four sessions: Emergence Health Network, the El Paso County Sheriff's Department, EPCAD's employment attorney, Ms. Chris Borunda, and speaker Steve Gilliland.
- On October 25, 2023, EPCAD held a wellness fair for employees with 26 vendors exhibiting.
- Anthony Independent School District's tax rate will go down five cents.
- Proposition 4 will increase the homestead tax exemption by raising it from \$40,000 to \$100,000. This proposed change will take effect for the tax year commencing on January 1, 2023.
- Entities need to appoint board members for next year.

Mr. Berg informed the Board that each member had been provided with two sealed packets. One contains information regarding the Chief Appraiser Evaluation and the other the Taxpayer Liaison Officer Evaluation. He requested that the responses be returned to him. Mr. Berg concluded that the evaluations will be presented to the Board at the following Board of Directors meeting during Executive Session.

AGENDA ITEM 8 - EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS

**ACTION AGENDA ITEM 9 - DISCUSSION AND POSSIBLE ACTION REGARDING
PREVIOUS LISTED ITEM**

No action was taken on item 8.


With no further business to come before the Board, the meeting was adjourned at 5:50 p.m.

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Tanny Berg, Chair
El Paso Central Appraisal District
Board of Directors

ATTEST:



Shane Haggerty, Secretary
El Paso Central Appraisal District
Board of Directors

Date Approved: 11/16/2023



EL PASO CENTRAL APPRAISAL DISTRICT

**BALANCE SHEET****August 31, 2023****Assets**

Cash in Bank	766,812.83	
Investments	6,273,212.74	
Petty Cash	150.00	
Total Cash		7,040,175.57
Prepaid Expenses	152,871.72	152,871.72
Total Current Assets		7,193,047.29

Building	2,354,796.59	
Building Accum Deprec	(980,484.31)	1,374,312.28
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	654,762.95	
Furn & Equip Accum Deprec	(602,733.12)	52,029.83
Computer Equipment	709,475.11	
Computer Equip Accum Deprec	(591,586.50)	117,888.61
Vehicles	630,871.63	
Vehicles Accum Deprec	(275,697.07)	355,174.56
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,806,945.80	
Building Improv Accum Deprec	(1,159,026.61)	647,919.19
Building Equipment	379,778.52	
Build Equip Accum Deprec	(204,415.27)	175,363.25
Leases	691,091.00	
Leases Accum Deprec	(462,561.00)	228,530.00
Total Fixed Assets		2,951,223.72

Deferred Outflow Res-Pension	1,966,699.77
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Total Assets	12,110,970.78
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Liabilities and Fund Balance

Accounts Payable	165,830.58
Accrued Expenses	10,500.00
Accrued Payroll Payable	1,040,270.16
TCDRS Payable	167,303.66
Dep. Personal Life Ins & Cobra	539.94
Cafeteria 125	5,422.93
Leases Payable-Current	172,472.00

Total Current Liabilities	1,562,339.27
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TCDRS Net Pension Liability	(1,309,772.00)
Deferred Inflow Res-Pension	2,009,042.00
TCDRS Expense-Allowance	2,610,566.37
Leases Payable-Long Term	69,177.00
TOTAL LIABILITIES	4,941,352.64

Reserved Encumbrance	1,771,113.89
Fund Balance	5,398,504.25

TOTAL LIABILITIES AND FUND BALANCE	12,110,970.78
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EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending August 31, 2023

	August	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	0.00	19,838,423.69	19,838,423.69	0.00
Interest Income	26,617.32	231,810.93	40,000.00	191,810.93
Miscellaneous Income	296.03	2,536.46	10,000.00	(7,463.54)
Rendition Penalty Income	1,339.67	81,507.58	0.00	81,507.58
Total Revenue	28,253.02	20,154,278.66	19,888,423.69	265,854.97
EXPENDITURES				
Wages and Salaries	804,608.26	8,414,954.36	8,660,987.85	246,033.49
Payroll Related Expenses	232,294.91	2,685,771.92	2,956,467.63	270,695.71
Payroll tax-mandatory	90,427.44	939,107.86	1,069,709.64	130,601.78
Computer Expense	168.77	1,678.73	6,283.33	4,604.60
Software, Support, Licensing	50,066.71	1,017,363.73	1,060,197.00	42,833.27
Vehicles - Insurance	0.00	13,077.12	15,000.00	1,922.88
Vehicles - Gas/Oil/Maintenance	3,373.69	29,525.93	34,200.00	4,674.07
Building - Utilities	16,359.27	178,572.01	192,000.00	13,427.99
Building - Maintenance	6,705.87	138,813.25	141,024.00	2,210.75
Building - Janitorial	1,459.17	7,537.43	10,000.00	2,462.57
Assets - Furniture & Equipment	0.00	6,122.57	4,650.00	(1,472.57)
Assets - Computer Equipment	(0.01)	33,045.67	34,000.00	954.33
Assets - Vehicles	0.00	(418.00)	0.00	418.00
Assets - Building Equipment	(0.01)	98,943.16	65,000.00	(33,943.16)
F/E - Lease	30,082.72	271,267.13	304,500.00	33,232.87
F/E - Maintenance	4,791.85	73,947.28	86,500.00	12,552.72
Small Furn & Equip	5,192.82	22,214.39	30,629.17	8,414.78
Paper, supplies, etc	8,642.40	57,969.77	69,594.16	11,624.39
Printing	5,950.00	51,006.40	39,503.00	(11,503.40)
Advertising Req. by Law	0.00	12,508.38	15,950.00	3,441.62
Advertising Other	0.00	21,922.00	27,109.75	5,187.75
Postage/Mailing	10,423.05	325,603.52	328,597.58	2,994.06
Education, dues	40,244.34	185,982.08	189,872.70	3,890.62
Bonding/General Insurance	71.00	32,773.11	30,458.00	(2,315.11)
Audit & Consultation	0.00	22,687.00	23,687.00	1,000.00
Chief Appraiser-Education, dues	3,028.87	9,773.47	15,437.50	5,664.03
BOD - Education	1,838.18	5,348.94	7,833.34	2,484.40
Books, Publications, Subscriptn	2,733.75	25,682.58	23,072.00	(2,610.58)
Legal Fees	38,213.00	582,878.77	606,516.67	23,637.90
Arbitration	450.00	6,450.00	12,658.33	6,208.33
Appraisal Review Board	9,925.00	400,025.80	354,700.00	(45,325.80)
Taxpayer Liaison Officer-Expen	1,472.59	5,828.33	5,400.00	(428.33)
Professional Services	48,779.90	1,167,908.72	1,173,000.00	5,091.28
Supplemental Help/Temps	0.00	37,346.92	39,000.00	1,653.08
Interest Expense	0.00	0.00	0.00	0.00
Lease Interest Exp	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbered Fund - BOD Election Reserve	527,886.07	527,886.07	0.00	(527,886.07)
Total Expenditures	1,945,189.61	17,411,106.40	17,633,538.65	
Excess Revenue over Expenditures		<u>2,743,172.26</u>		

El Paso Central Appraisal District

INVESTMENT REPORT

AUGUST 31, 2023

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
W/F Securities	WF Gov MMF Sel		none	1,571,913.09	5.260%	6,745.18	
W/F Securities	JP Morgan US Gov		none	176,939.41	5.210%	753.55	
W/F Advisors	Fed. Hermes Gov. Obligations Fund		none	3,998,650.70	5.08%	16,867.20	
W/F Advisors	Goldman Sachs Finl Gov.Fund		none	521,449.13	5.15%	2,226.92	
W/F Advisors	Allspring Govt. Money Market		none	4,260.41	4.90%	17.64	
				6,273,212.74		26,610.49	0.00

Executive Director/Chief Appraiser

Chief Financial Officer

[Signature]
[Signature]

NOTE TO AUGUST, 2023 FINANCIAL REPORT

Over Budget Accounts:

Printing	\$5,950.00	ARB-Hearing Procedures Packets, Employee Business Cards
Bonding/General Insurance	\$71.00	New Notary
Books, Publications, Subscriptions	\$2,610.58	Subscriptions for Commercial Department
Appraisal Review Board	\$9,925.00	Increase in protests / hearings
Taxpayer Liaison Officer-Expen	\$428.33	IAAO 2023 Conference
BOD - Election Reserve	\$527,886.07	Encumbered by the board

Encumbered Funds:

1,771,113.89

-	Litigation Reserve	914,227.82
-	TCDRS	329,000.00
-	BOD Election Reserve	527,886.07